

C.E. OFFERING APPLICATION TRANSMITTAL

RE 330 (Rev. 7/03)

For Original and Re-Application Submittals**GENERAL INFORMATION**

- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Place this sheet on top of course material when submitting for approval.
- ✓ Commissioner's Regulations 3005–3013 pertaining to continuing education are included in the application packet. Review of the Regulations is strongly recommended prior to preparing your course application.

COURSE TITLE

NAME OF SPONSOR

PACKET CHECKLIST

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| <ul style="list-style-type: none"> <input type="checkbox"/> C.E. Offering Approval Application (RE 315) <input type="checkbox"/> Continuing education offering fee — \$500 or \$350. <input type="checkbox"/> Fictitious Business Name Statement, if applicable. <input type="checkbox"/> Certificate of completion, in exemplar form. <input type="checkbox"/> For <i>live offerings</i>, a comprehensive outline of the instructor's presentation broken down in 30 minute increments; a minimum of one page per hour of credit requested is required. <input type="checkbox"/> Copies of all student instruction materials (textbooks, student workbook, reference manual//material, case studies, sample forms, handout articles, Microsoft® PowerPoint® presentations, etc.). <input type="checkbox"/> For <i>correspondence offerings</i>, copies of all student study materials in sufficient length to assure that the offering cannot be completed in less time than the number of credit hours requested. | <ul style="list-style-type: none"> <input type="checkbox"/> General information page. Advise how statement will be furnished to students prior to enrollment. <input type="checkbox"/> Copyright authorization, if applicable. <input type="checkbox"/> Copy of DRE disclaimer statement that will be used. Advise how statement will be conveyed to students. <input type="checkbox"/> Final exam (if applicable) and answer key that has been keyed to course material. <input type="checkbox"/> Students' final exam instructions, if applicable. <input type="checkbox"/> Exam proctor/monitor instructions, if applicable. <input type="checkbox"/> If offering will be given via the Internet, provide evidence that a method of control will be used to require students to complete each segment of a course before progressing to the next. Also, submit security procedures, final exam procedures, final exam "time-out" procedures, and sponsor's representation that final exam is not "downloadable" or "printable." |
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